

WALTHAM PARISH COUNCIL

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Dear Sir/Madam

I hereby give you notice that the Meeting of Waltham Parish Council will be held in the Library Meeting Room, Waltham on Tuesday 5th December 2017 commencing at 7.00pm.
All Members are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting hereunder.

29th November 2017.

Mrs L Leach
Clerk to the Council

Agenda:

01: 12/17 Declarations of Interest.

- a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared
- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

02: 12/17 To receive any apologies from Members not able to attend the meeting.

03: 12/17 Open Forum Under Suspension of Standing Order No 21.

The meeting will have a period of public consultation which shall not exceed 15 minutes in total, no individual speaking for more than a maximum of 5 minutes. At the Chairman's discretion this time may be extended. If a member of the public wishes to speak on non-scheduled Agenda items, the Council may have to carry the item and/or any action forward to the next meeting.

04: 12/17 To consider and approve the Minutes of the meeting of 7th November 2017.

05: 12/17 To consider co-opton of member deferred from October meeting.

06: 12/17 To receive the Police Report for November.

07: 12/17 Clerk's Report & Correspondence received since meeting of 7th Nov 2017.

- The donation made to the Poppy Appeal from the box in the Parish Office totalled £31.77.
- A paper copy of the slides from the Funding Fair and ERNLLCA conference that the Clerk attended are available from the Office, both events were felt to be beneficial.
- To consider request from Cllr Hasthorpe on proposed Boundary Commission changes.

08: 12/17 To receive and confirm progress on the action sheet since publication.

09: 12/17 Planning.

a) Planning matters:

1. Applications DM/0894/17/FULA, Littlebeck 61 Ings Lane and DM/0545/17/FUL 59 Cheapside have both been approved under delegated powers by NELC.

b) Planning applications received and to be considered:

1. DM/1034/17/OUT Rear of 2 Elm Road, Waltham

Outline application for a single dwelling with associated access.

2. DM/0541/17/FUL 3 Home Paddock, Waltham

Erect single storey extension to existing garden room, various external alterations to main dwelling including the installation of dormer and rooflights, creation of new driveway and access.

An amended application received for 194 dwellings on Land at Brigsley Road, Waltham will be considered at a separate meeting due to possible high public attendance - as per Vice-Chairman's instructions.

Date of meeting: Wednesday 13th December, 7pm at All Saints Church Hall

10: 12/17 Pavements/Street Lighting/Highways.

- a) To receive notes from meeting held with NELC waste officers and consider location of Nexus bin offered by NELC and consider the purchase of a second Nexus bin for Lindrick Walk.
- b) To receive notes from meeting held with Debbie Swatman on outstanding highways matters and consider further actions.

11: 12/17 To receive any reports from the following working groups/committees:

(a) Fairway Land.

- (i) To receive verbal update from meeting held with solicitor 30th November 2017 and consider further action.

(b) Public Rights of Way.

- (i) To receive proposed variation order to correct a typographical error in the NELC PROW Footpath 72 Diversion Order 2016.
- (ii) To receive any letters of concern from residents over variation order for FP72.

(c) Devolvement of Services.

- (i) To receive a report from working group with recommendations for consideration.

12: 12/17 Finance Items.

- a) To receive a list of Accounts payable up to 5th December 2017 and approve their payment.

13: 12/17 Personnel Items.

- a) To consider exclusion of press & public due to the sensitive nature of items to be discussed.
- b) To receive notes from Personnel meeting and consider proposals.

| Date of Meeting | Decision taken | Action | By | Status as of 29th November 2017 | Red = To do/outstanding Orange= Started Green = Completed |
|------------------|---|--|--------------------------|---|---|
| 2nd May 2017 | Once NELC Local Plan is formally approved by Inspector, to write to NELC asking for clarification that Waltham Parish Community Led Plan is still a valid document for consideration. | Contact NELC once Local Plan is approved | LL | Awaiting to hear that NELC draft Local Plan is formally adopted. | |
| 6th June 2017 | Contact steering group leader and ask if he would be willing to lead on an update of Community Led Plan | Make contact with steering group leader | PW | PW Left message for Steering group member, awaiting a response as currently away. | |
| 6th June 2017 | Contact NELC to request hardened verge parking on an area of Archer Road | Contact NELC with request | LL | Further meeting 29/11/17. Would need to amend TRO to allow parking in this area. Review of TRO's taking place at this moment. Item will remain on highways list. Residents informed | |
| 6th June 2017 | Obtain quotations for patio area | obtain quotations and add to future agenda | LL/ working group | contacted 3 builders awaiting to see if they are willing to undertake work | |
| 1st August 2017 | Chairman to have site visit with highways officer to view zebra crossing on Barnoldby Road | Site visit to take place | MA | Further meeting 29/11/17. New LED lights installed and overhanging foliage cut back. Pot hole reported. Some further improvements needed to remain on highway list. | |
| 1st August 2017 | Contact Ward Councillor PJ to liaise over information regarding restrictions to a licence | contact PJ & licencing department | LL | PJ in discussions with Licencing | |
| 5th Sept 2017 | Contact highways re residents concerns re Manor Drive | Contact highways officer at NELC | LL | Further meeting 29/11/17. PC presented all responses received from residents to highways officer. Looking into. To remain on highways list | |
| 5th Sept 2017 | Working group to compile written procedure for In Bloom judging | Working group to compile procedure | LL | Not started yet | |
| 3rd October 2017 | Obtain plan/quotations to present to full council on Parks and Open Spaces suggested improvements to cenotaph & village green | draw up plans and obtain quotations | P&O Spaces Working Group | Work ongoing | |
| 3rd October 2017 | Meet with solicitors regarding Fairway Land | Set up meeting with solicitors | LL,MA | contacted solicitors to arrange a date to meet. Meeting arranged for 30/11/17 | |
| 3rd October 2017 | Obtain quotations for re-pointing of anvil area & wall repairs | obtain quotations and add to future agenda | P&O Spaces Working Group | contacted 3 builders awaiting to see if they are willing to undertake work | |
| 3rd October 2017 | Obtain minimum of 4 stewards for parade & finalise details for Remembrance Sunday | Organise 4 stewards & finalise details | LL | Event held 12th November 2017 with stewards in place. | |
| 7th Nov 2017 | Submit comments on the proposed Tollbar roundabout works through the dedicated email system. | submit comments to NELC | LL | Done 9/11/2017 | |
| 7th Nov 2017 | Set up a working group to look into the possible use of unused allotment land for a drop off and pick up area for Tollbar students. | set up working group | LL | Item halted at this time as work to roundabout has been shelved at present. | |
| 7th Nov 2017 | Inform NELC Traffic team that the PC agree to purchase a new speed awareness camera for the village at a cost of £1250. | Contact NELC Traffic team | LL | Emailed officers 9/11/17 | |
| 7th Nov 2017 | Meet with NELC bin department re street bins in village | Arrange meeting | LL | Meeting held 16th Nov 2017 | On Dec Agenda |
| 7th Nov 2017 | Chase NELC re formal request to provide regular maintenance of land at Sunningdale | Chase NELC | LL | Response from NELC states they will only cut twice per year. | |
| 7th Nov 2017 | Put out a media release on using 101 number to report incidents to the police | Place on Facebook, Website, Notice board | LL | Done 9/11/2017 | |
| 7th Nov 2017 | Deferr co-option to December meeting | add to Dec agenda | LL | Done 8/11/2017 | |
| 7th Nov 2017 | Book the Clerk onto the Funding Fair | Contact Funding Fair | LL | Attended 22/11/17 | |
| 7th Nov 2017 | Complete and return ERNLLCA survey | complete and return ERNLLCA survey | LL | Done 14/11/2017 | |

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| 7th Nov 2017 | Make enquiries regarding DBS checks for using volunteers who are under the age of 18 without a family member present. | Obtain information and pass on to Councillors | LL | Checked with ERNLLCA - need safeguarding policy in place & should consider safety measures for under 18's. Confirmed volunteers covered with our insurance policy. | |
| 7th Nov 2017 | Contact ERNLLCA to express an interest in two members attending the Good Councillor Training | Contact ERNLLCA | LL | Done 14/11/2017, awaiting dates of training. | |
| 7th Nov 2017 | Submit comments on the planning application received through the NELC planning portal | submit comments to NELC via Planning Portal | LL | Done 20/11/17 | |
| 7th Nov 2017 | Amend cemetery specification and send out to tender | amend and send out | LL | Done 9/11/17 to be returned for January agenda | |
| 7th Nov 2017 | To instruct contractor to undertake work to chain link fence at Tennis Courts | Instruct contractor | LL | Instructed 9/11/17, awaiting date to complete work | |
| 7th Nov 2017 | Instruct contractor to undertake winter planting scheme. | Instruct contractor | LL | Work undertaken W/C 13/11/17 | |
| 7th Nov 2017 | Amend dates for Summer and Winter planting scheme and add to new agenda months | amend dates to appear on agenda | LL | Done 20/11/17 | |
| 7th Nov 2017 | Order No parking sign and install on gate at Grove Park | Order sign & install on gate | LL | sign arrived awaiting installation. | |
| 7th Nov 2017 | Forward letter of concern from resident on to Public Rights of Way officers | forward letter to PROW | LL | Letter sent 20/11/17 | |
| 7th Nov 2017 | Working group for Development of Services to continue to investigate with NELC re taking over the grass/verge cutting. | Obtain information and pass on to Councillors | LL | Information received 21/11 & 23/11. Working group to meet to discuss further. | |
| 7th Nov 2017 | Purchase and install additional security items for Parish Office | Purchase & install additional items | MA | | |
| 7th Nov 2017 | Order Christmas Trees for village | Place order for Trees | LL | Done 9/11/17 | |
| 7th Nov 2017 | Send letters out to shops in village re: trees | hand deliver letters | LL | Letters sent 23/11/17 | |
| 7th Nov 2017 | Send out approved accounts | send out accounts | LL | Done 9/11/17 | |